



New Mexico
Courts

Arlene Baca <abaca@nmcourts.gov>

JID University - File & Serve Review Tool Status Update 7

1 message

Laura Orchard <lorchard@nmcourts.gov>
Reply-To: lorchard@nmcourts.gov
To: "Laura M. Orchard" <lorchard@nmcourts.gov>
Bcc: nmcourts-grp@nmcourts.gov

Mon, Jan 10, 2022 at 2:56 PM



All File & Serve Users,

Below is a list of newly fixed issues, bugs, and new development installed in New Mexico's Production File & Serve Review Tool application since December 15. As noted in a prior email, of particular interest to court clerks statewide is item 2 with instructions for how to use the manual stamp feature.

Continue to send us your issues to support@nmcourts.gov so we can work with you and Tyler Technologies to resolve them.

Review Tool Status Update - #7

What's been fixed?

1. **Action on Multiple Filings:** Users can Accept and Return/Reject multiple filings in the same envelope at once by selecting "Select multiple filings", selecting the filings, and entering comments
2. **Manual Stamp Improvements:** Stamps can be placed in exact locations instead of automatically being placed in the middle of the document. Once a stamp is chosen from the list it will stay highlighted and selected until the stamp name is clicked a second time. When the stamp is selected it can be placed multiple times within the document until the stamp name is deactivated or the esc key is pressed, allowing the cursor to return to its normal behavior.
3. **Reject = Return:** The language through File & Serve is now consistently "Return"
4. **Shortcut / Accelerator Keys:** Clerks now have the ability to quickly access buttons and controls through using Alt+Shift+(key) commands – **SEE ATTACHED LIST OF SHORTCUTS**
5. **Verify Parties:** Users can Accept and Return multiple filings in the same envelope at once by selecting "Select multiple filings", selecting the filings, and entering comments

What's still broken?

1. **Appellate Fields.** Initial filings at the Court of Appeals and the Supreme Court have two required fields that have to have an entry before the envelope can be reviewed
2. **Courtesy Copy.** The courtesy copy field is not developed yet

- 3. Court Admin.** Cannot modify users, add new users, add new attorneys, add a payment account, modify the firm information, or reset a user's password (Tyler will do this for NM for now)
- 4. Documents.** Hyperlinks to the file stamped copy in the Review Tool and the e-notification are not working. Filers can see their file stamped copy via their Accepted folder, court user can use the "OFS Website – Filing Search" access to envelope details or Odyssey
- 5. Manual Case Number.** On initial filings the field to enter a manual case number is displayed on the Accept Comments fly out window and should not be there
- 6. Personally Identifying Information.** The fields for PII in HTML5 do not match the fields in the Review Tool
- 7. Review Queue Display.** Review Queue columns are not expandable
- 8. Stamp Resizing.** Stamps that are resized after placing them on the document will not retain their new size once they are transmitted to Odyssey.

Laura Orchard

IT Project Manager
AOC Judicial Information Division
(505) 946-8063
2905 Rodeo Park Drive East, Bldg 5
Santa Fe, NM 87505

--

This email was sent to the entire judiciary. Please DO NOT use REPLY-ALL to reply to this email. This could cause unneeded spam to all court employees. Thank you.